

BSc General Nursing Internship Student

Ward Based Learning and Orientation Workbook St Joseph's Ward

DoCAT©4D



St Joseph's Ward

St. Joseph's ward comprises of 20 beds. This ward specialises in elective surgery and has aspects of medicine (diabetes assessment). It also has a pre-operative assessment unit.

Our Specialities Are:

Minor procedures: Plastics, ENT, Orthopaedics, Gynaecology, Vascular, General Gastroenterology and Urology.

Who are we?

My name is Paula Birrell. I am the Clinical Nurse Manager II, Lisa Brady is the CNM1. We have staff nurses, health care assistants and a secretary on our team. Louise Slowey is CNM1 in charge of the pre-assessment unit on St Joseph's ward.

Off Duty

Your off duty will consist of 3 LD's X 12 hours from 07:30-20:00. You will be entitled to a 30 minute lunch break during your 12 hour shift.

Our aim is:

- To deliver a high quality patient care
- To give the best possible service to our clients
- To promote a culture where best practice is embraced and poor practice is challenged.
- To provide a pleasant working environment for all staff.

How do we do this?

- We promote an atmosphere that is as stress free as possible.
- We roster on a fortnightly base, accommodate staff request once patient service isn't compromised.
- We encourage staff to assume responsibility on a daily basis allowing them to work from their own initiative and taking charge in decision making for a particular patient care load.

What is expected of you?

- It is required that you be on time and in the appropriate uniform each day.
- Behave in a professional and appropriate manner while on duty.
- If you are late, please inform your ward manager and give an explanation.
- It is your responsibility to know who your preceptor is and to know which ward area you are allocated to.
- You will be responsible for all your documentation for the duration of the placement.
- You are responsible for requesting your meetings with your preceptor and ensuring the appropriate person signs out your standards.
- It is your responsibility to read and familiarise yourself with the policies, procedure manuals and guidelines for the department and to know where to find information.

Aims & Objectives of Ward Based Learning

- ✓ To familiarise the student with the clinical area they are allocated to.
- ✓ Orientation / Identify with ward preceptor, learning objectives/outcomes. Reactivate Glucose Meter PXP No.
- ✓ To help the student identify any knowledge deficits before commencement of placement.
- ✓ To locate and identify policies and guidelines relevant to their particular clinical area.
- ✓ How to access blood results/policies (shared drive) on ward computer.

Required Reading:

- ✓ Become familiar with the Student/Preceptor Information Manual.
- ✓ The Code of Professional Conduct and Ethics for Registered General Nurses and Registered Midwives (2014).
- ✓ Scope of Nursing and Midwifery Practice Framework (NMBI, 2015).
- ✓ The Guidance to Nurses and Midwives on Medication Management (2007).
- ✓ Recording Clinical Practice. Guidance to Nurses and Midwives (NMBI, 2015).
- ✓ Guidelines and Policies relevant to your clinical area –Shared Drive.
- ✓ Guidance to Nurses and Midwives on social networking (NMBI, 2013).

Most of the above are available in the Student/Preceptor Information Manual.

Week 1 (ADD DATES)	Week 2	Week 3
<p>A. Complete Orientation checklist with you preceptor and sign. <input type="checkbox"/></p> <p>B. Read what Students Can and Cannot Do. <input type="checkbox"/></p> <p>C. Observe white board in changing room for Reflection dates / Information. <input type="checkbox"/></p> <p>D. Complete your preceptor attendance sheet daily. <input type="checkbox"/></p> <p>E. Familiarise yourself with Clinical Placement DoCAT©/ Skills List / Medication Workbook. <input type="checkbox"/></p> <p>F. Make sure your Glucometer number working do a Quality Control test (7169 -Mercedes in the lab) <input type="checkbox"/></p> <p>G. Familiarise your self with the bleep system / call bells / arrest code. <input type="checkbox"/></p> <p>H. Familiarise yourself with the hospital policies. <input type="checkbox"/></p> <p>I. Prepare for your structured reflective day (18/07/2018) as necessary. <input type="checkbox"/></p> <p>J. Get your preceptor to complete your Preliminary Assessment Meeting of the DoCAT©.</p> <p>Date of meeting -----</p> <p>Conducted by-----</p>	<p>A. Patient care is direct/indirect supervision by an RGN, remember to get all entries co-signed. <input type="checkbox"/></p> <p>B. Request performance feedback from supervising nurse daily. <input type="checkbox"/></p> <p>C. Commence medication workbook 10 medication administrations, 5 medications to be learned off and skills list. <input type="checkbox"/></p> <p>D. Continue with medication administration, start medication rationalisation, management of medication adjustments, medications being 'Held' and errors <input type="checkbox"/></p> <p>E. Organise, prioritise and manage a case load of 6-9 patients. <input type="checkbox"/></p> <p>F. Give handovers under direct supervision. <input type="checkbox"/></p> <p>G. Double check MDA's and countersign per shift. <input type="checkbox"/></p> <p>H. Be accountable for the safety checks at ward level- Cardiac Arrest Trolley / Hypo box etc. <input type="checkbox"/></p>	<p>A. Arrange date and time for Intermediate Assessment Meeting for next week. <input type="checkbox"/></p> <p>B. Arrange an extra shift with your CNM (6 hours) to complete your ward management day mandatory component. <input type="checkbox"/></p> <p>C. Book a day off to attend the BLS training (Mandatory as part of the S. D. Reflective Practice). Dates XXXX August availability on notice board in changing room. <input type="checkbox"/></p> <p>D. Continue participate with medication administration, start medication rationalisation, management of medication adjustments, medications being 'Held' and errors. <input type="checkbox"/></p> <p>E. Be supervised and deemed competent in your skills. Remember to get each signed. <input type="checkbox"/></p> <p>F. Observe, assess and implement deteriorating protocols for your patients as required. <input type="checkbox"/></p> <p>G. Manage patient's care, all aspects from admission to discharge, from diagnosis, treatment, assessment, outcome and follow up, become involved with the MDT's. <input type="checkbox"/></p> <p>H. Participate with ward rounds. <input type="checkbox"/></p>

Week 4	Week 6 and Week 7	Week 9
<p>A. Continue as per week 3 in relation to clinical practice. <input type="checkbox"/></p> <p>B. Book a day off to attend the BLS training (Mandatory as part of the S. D. Reflective Practice). Dates XXXX August availability on notice board in changing room. <input type="checkbox"/></p> <p>C. Ask preceptor to complete Intermediate Assessment Meeting of the DoCAT©. <input type="checkbox"/></p> <p>Date of Meeting-----</p> <p>Meeting conducted by-----.</p>	<p>A. Continue as per week 3 / 5 in relation to clinical practice. <input type="checkbox"/></p> <p>B. Ensure half of your medication administrations are completed as per your medication workbook. <input type="checkbox"/></p> <p>C. Complete your reflective 4hour piece in relation to your mandatory management day, details set out in your DoCAT©. <input type="checkbox"/></p> <p>D. Take a medication record per patient and review the patient's medication to their diagnosis. <input type="checkbox"/></p> <p>E. Prepare for your structured reflective day (XX/08/201X) as necessary. <input type="checkbox"/></p> <p>F. In week 7 Arrange date and time for Final Assessment meeting of the DoCAT©. <input type="checkbox"/></p>	<p>A. Complete Medication Workbook. <input type="checkbox"/></p> <p>B. Ensure skills are signed to competent. <input type="checkbox"/></p> <p>C. Self-directed reflection documents must be submitted one week of completion of each placement. <input type="checkbox"/></p> <p>D. Complete Ward Evaluation Form and return to CPC's. <input type="checkbox"/></p> <p>E. Complete nursing record re allocations form and return to CPC's. <input type="checkbox"/></p> <p>F. Ask preceptor to complete Final Assessment Meeting of the DoCAT©. <input type="checkbox"/></p> <p>Date of Meeting-----</p> <p>Conducted by-----</p>
<p>Week 5</p> <p>A. Continue as per week 3 in relation to clinical practice. <input type="checkbox"/></p> <p>B. Concentrate on suggested learning requirements as set by your intermediate meeting. <input type="checkbox"/></p> <p>C. Complete medication workbook in relation to 5 medications. Know same. <input type="checkbox"/></p>	<p>Week 8</p> <p>A. Continue as per week 6 in relation to clinical practice. <input type="checkbox"/></p> <p>B. Complete your medication administrations 10 in total as per your medication workbook. <input type="checkbox"/></p>	

DoCAT© 4D Internship Placement

**St Joseph's -
Internship
Management
DoCAT 4.**

- ✓ Review the anatomy and physiology of the respiratory, skeletal, cardiac and gynaecological system.
- ✓ Become familiar with the Nursing care of a patient post orthopaedic surgery
- ✓ Become familiar with performing Peripheral Vascular Assessments and Interventions required.
- ✓ Become familiar with the Nursing care of a patient post vaginal/abdominal hysterectomy, know the difference.
- ✓ Become familiar with the Nursing care of a patient post mid urethral sling repair / rectocele / cystocele.
- ✓ What is CBI (Continuous Bladder Irrigation)? Understand pre + post-operative Urology surgery.
- ✓ What is FESS? What is the post-operative discharge advice for your patient?
- ✓ Know where and how to obtain Consultant specific instructions re patient care.
- ✓ Identify the procedure for dealing with a missing / absconded patient
- ✓ What are the initial stages of patient management in the event of cardiac /respiratory arrest?

DoCAT 4D – Internship Nurse should (with the above)

- ✓ Refine nursing care- concentrating on accuracy, effectiveness and standard of care he/she is providing. Concentrating on detail, developing awareness of excellent versus 'fast' delivery of care.
- ✓ Manage case load of patients, up to 6 patient's day duty and 9 patients' whilst on night duty.
- ✓ Manage a team environment, working and delegating to colleagues and subordinates.
- ✓ Initiate emergency protocols.
- ✓ Recognise the deteriorating patient and initiate protocols.
- ✓ Attend and report on Consultant/ NCHD rounds. Complete Nursing documentation.
- ✓ Give handover / update to staff throughout the shift as required. Give handover to nursing administration.

DoCAT 4D – Internship Nurse should (with the above)

- ✓ Have at least one shift (6 hours part of ward based reflective practice) with the Clinical Manager to organise the clinical area.
- ✓ Attend and coordinate morning report- allocate staff, organise escort duties, allocate preceptor/ students.
- ✓ Arrange staff breaks.
- ✓ Complete and delegate tasks from the ward diary- transport, examinations etc.
- ✓ Attend and report on Consultant/ NCHD rounds. Complete Nursing documentation.
- ✓ Give handover / update to staff throughout the shift as required. Give handover to nursing administration.
- ✓ Attend MDT meetings as required, organise follow up plans in relation to patient care.

The Internship Nurse is required post the above experience to identify one management challenge and reflect on same (500 academic word assignment). This should be discussed and signed by the CNM2 with a comment placed in the DoCAT©.

Ward Orientation checklist

Orientation Checklist	Signature of Student
Welcome & tour of the ward given to student by preceptor/CNM	
Introduction to staff in the clinical areas and reporting relationships.	
Identify & location of the Fire Exit and Fire Extinguishers for the ward	
Identify & location of the Cardiac Arrest Call System for the department	
What is the Emergency Number?	
Location and checking procedure of the Resuscitation Trolley.	
Outline the daily routine including hours of duty, ward report, uniform policy and break times	
Information given to student regarding preceptor & associate preceptor allocation	
Location of policies, procedure manuals and guidelines.	
Information given on consultants and the area speciality.	
Demonstrate how to bleep a member of the multidisciplinary team.	
Location of the drug storage area.	
Location of the equipment & supplies storage area for the Ward.	
Discuss the procedure for dealing with a spillage of fluid in the department.	
Discuss the protocol for dealing with a sharps injury/blood borne splash.	
Discuss Learning objectives for Placement.	

Orientation completed by Student: _____

Preceptor Signature: _____

Ward: _____

Date: _____